NOS MOA TRACKING SYSTEM

User Manual
October 2004

The NOS MOA Tracking System was developed by
Luis Oms
in conjunction with
Zhen Zhang

This document is about a dynamic system. The files, layouts, fields, reports, functions and features are all subject to ongoing modification and therefore may not match the contents of this static document. Any questions or comments can be directed to:

Cheryl Marlin
301-713-1156 x 218
NOSAdministrativeApplications@noaa.gov

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1.0 Background

1.1 What is the NOS MOA Tracking System?

The National Ocean Service (NOS) is involved in numerous agreements to form partnerships and work with other federal agencies, universities, state and local governments, tribes and international governments, private institutions and other organizations. The process of initiating, extending or modifying these agreements involves a long chain of clearance of the official Memorandum of Agreement (MOA) and required supporting documentation. Approval and clearance signatures are obtained during a controlled routing of the MOA package through the involved Program Office, NOS senior management, National Oceanic and Atmospheric Administration (NOAA) General Counsel, and if required, the Office of the Executive Secretary, and Department of Commerce (DOC) General Counsel.

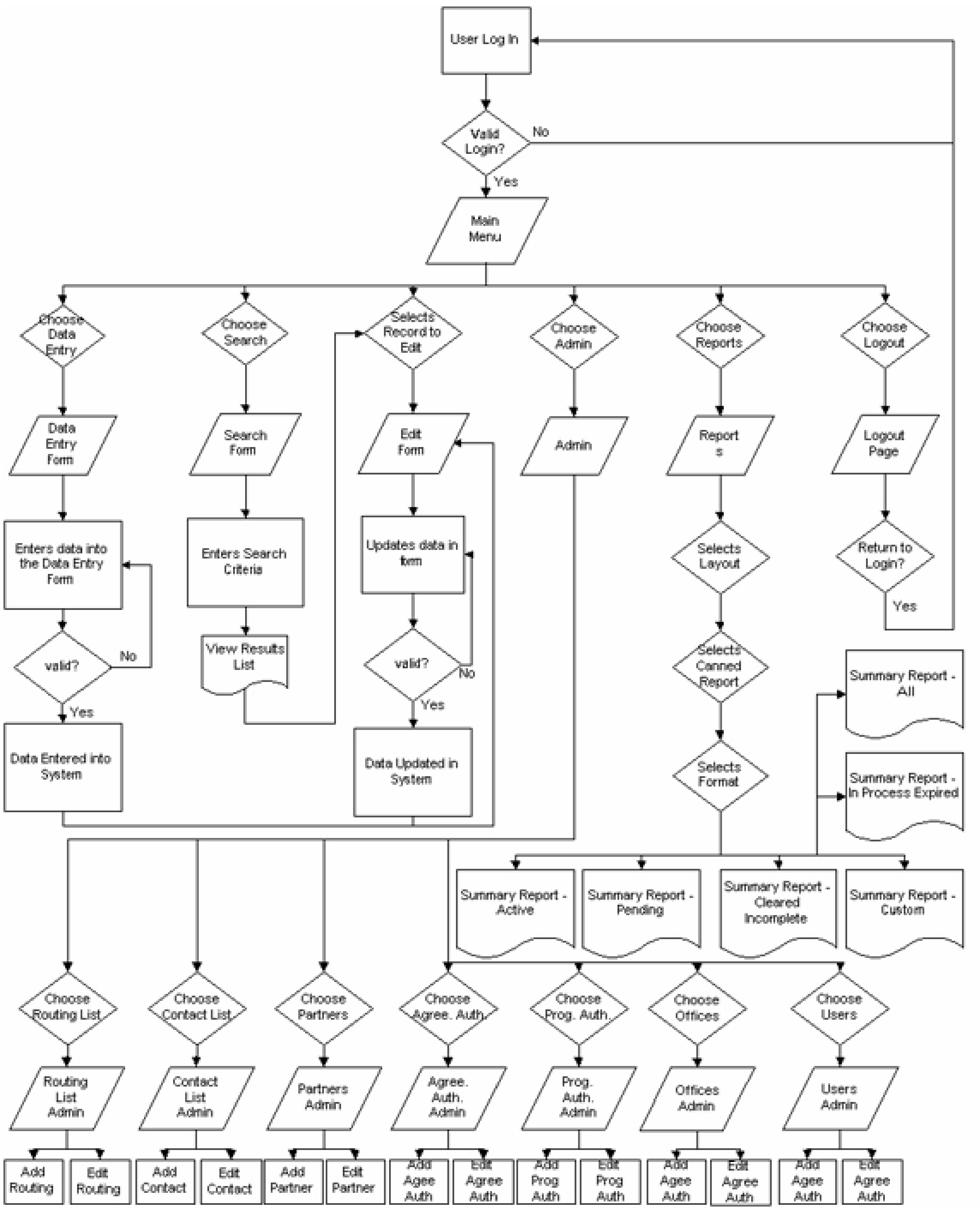
NOS uses a computer-based management information system to track and report on Memorandum of Agreement. The NOS MOA Tracking System was developed:

- To enable management to have quick access to consistent and accurate information on NOS agreements,
- To help track the MOA routing process and identify associated points of contact,
- To provide a common structure and format for collecting information on NOS' agreements,
- To help obtain all required signatures and supporting information to ensure valid agreements,
- To track the status of agreements that are in the chain of clearance,
- To compile a list of ongoing agreements,
- To assist in identifying agreements that have expired or are due to expire,
- To assist in the day-to-day administration of agreements,
- To summarize legal and programmatic authorities for engaging in agreed upon activities and for transfer of funds,
- To summarize incoming and outgoing funding associated with the agreements, and
- To prepare reports required by NOS, NOAA, and DOC officials.

The NOS Office of Management and Budget (MB) had been using the original MOA Tracking System at the NOS and Program Office level for several years. As needs changed, so must the system. Therefore these changes have been implemented in the system:

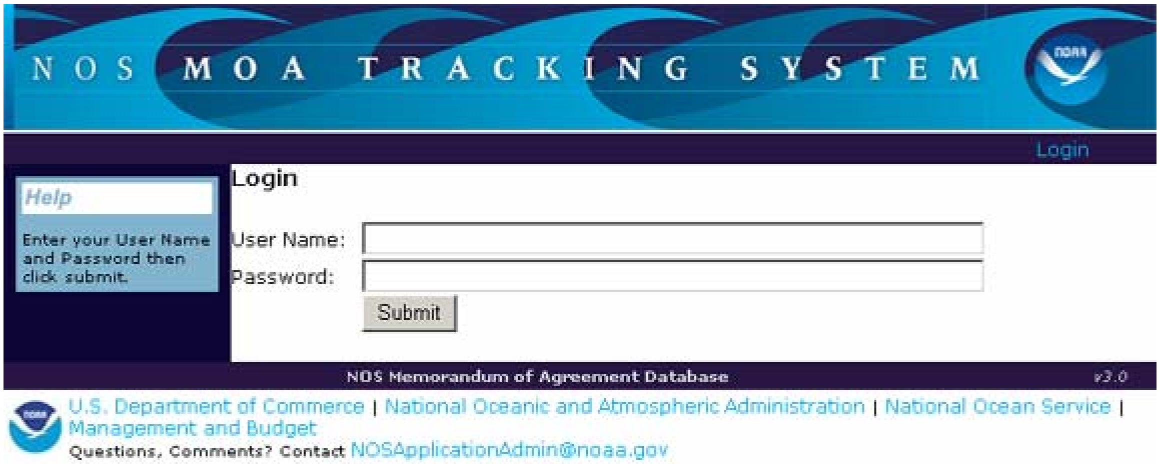
- Taking the NOS MOA Tracking system to the Intranet for use in a larger scale, and supporting more users.
- Standardizing of Partners
- Allow for the storage of Electronic Documents in the database to comply with COOP requirements.
- Satisfaction of Section 508 Requirements.
- Satisfaction of Security Requirements.

1.2 Application Flow Diagram



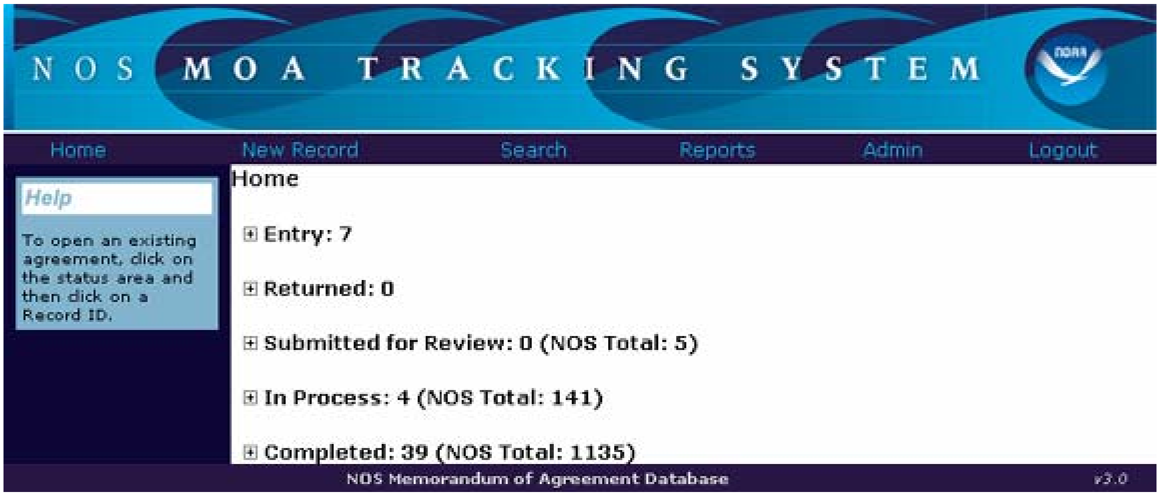
2.0 Using The Application

2.1 Login



The login page is very simple. To login, just simply enter your **User Name** and **Password** into the appropriate boxes and click **Submit**. If your credentials are accepted, then you will be allowed in. Otherwise you will see a notice *Login Failed!*, at which point you can try to login again. If you continue to have problems, please contact your administrator.

2.2 Main / Home



The Main or Home page is the starting point of the NOS MOA Tracking System. From here you can bring up details about current agreements your office is working on:

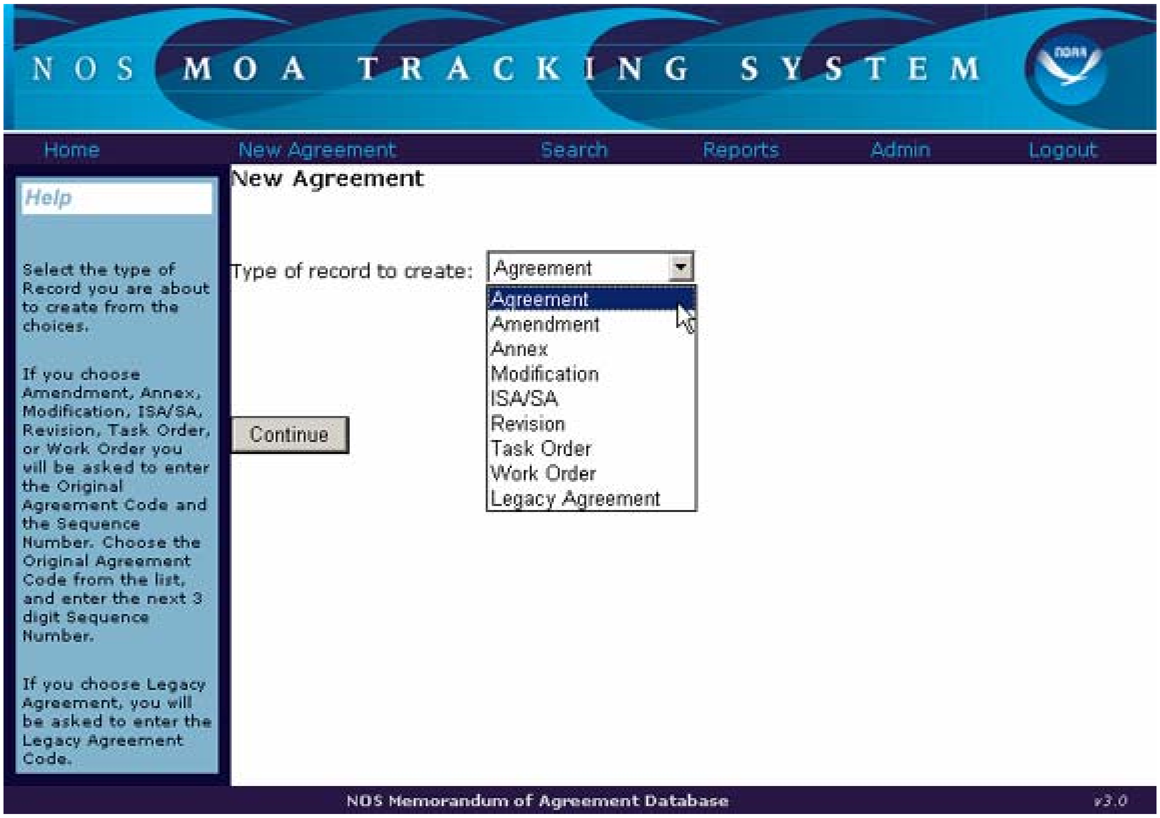
- **Entry** – Records still in the Program Office level for initial Data Entry.
- **Returned** – Records that have been returned from NOS to the program office requiring further attention.
- **Submitted for Review** – Records submitted to the NOS MOA Liason for their review.
- **In Process** – Records currently being worked on in NOS Senior Management.
- **Completed** – Records that all required documents have been submitted.

Note: The first number next to each item is the number your office has in that status level. The number inside the parenthesis is the total number of records in the database that fit in that status level.

Or by using the Menu Bar, you can navigate to another part of the database.

- **Home** – Displays a list of the records in the database that belong to your office. (Current page)
- **New Record** – Brings up a blank form where you can select what type of agreement you're about to create.
- **Search** – A form for searching the database for records by keywords.
- **Reports** – Select from various Summary and Count reports.
- **Admin** – Administer Routing Lists, Contacts, Partners, Agreement Authorities, Programmatic Authorities, Offices, and Users.
- **Logout** - Logout of the application.

2.3 Creating a New Agreement

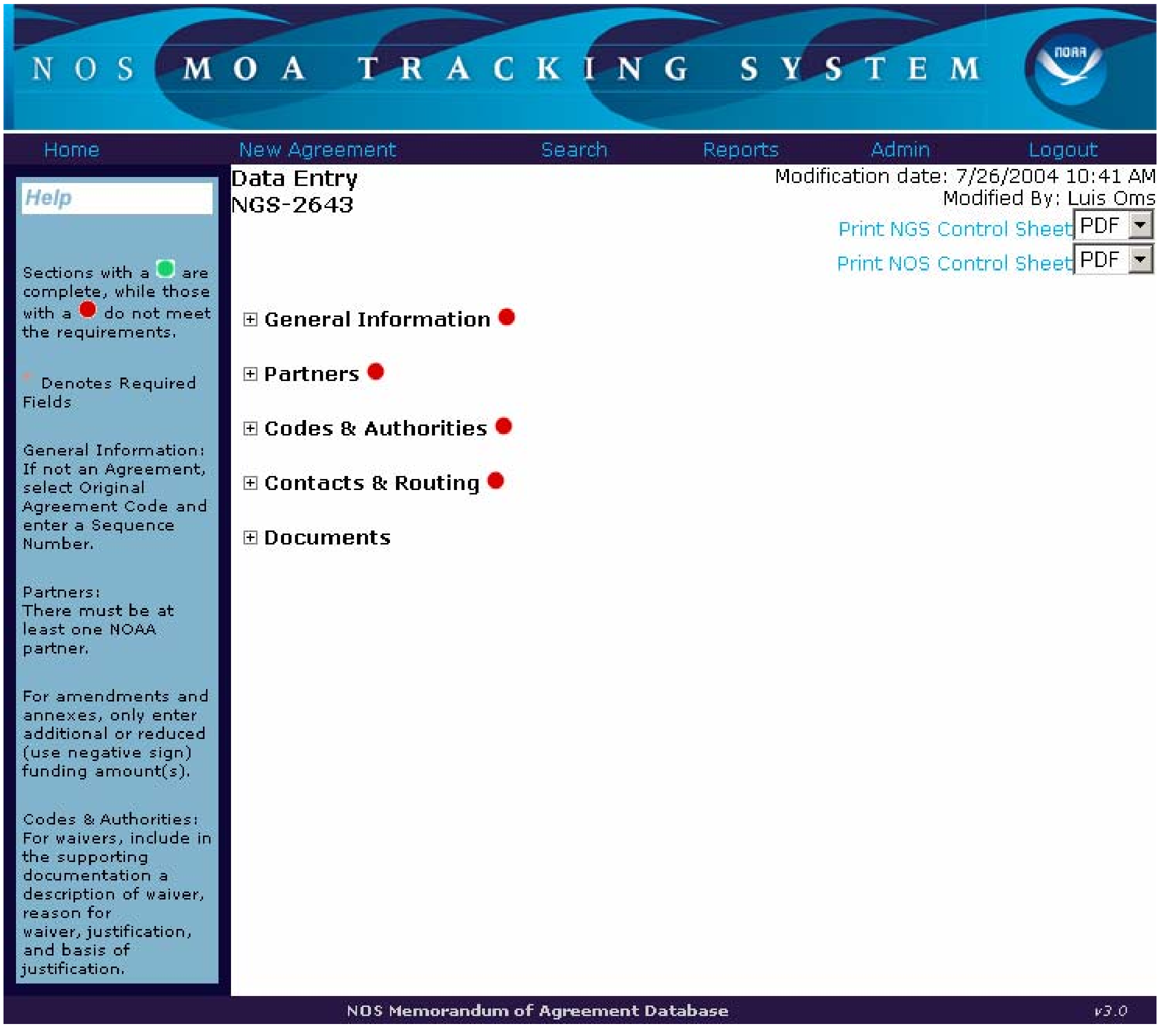


The New Agreement page allows you to setup a new record. Select from the drop down list the **Type of Record** you wish to create. You can choose from:

- **Agreement**
- **Amendment**
- **Annex**
- **Modification**
- **ISA/SA**
- **Revision**
- **Task Order**
- **Work Order**
- **Legacy Agreement**

If you choose Agreement, all you have to do is hit continue. If you choose Legacy Agreement, you must then enter the **Legacy Agreement Code**. When you hit continue, a check will be performed to make sure this new agreement doesn't already exist. If it does, you will receive a warning This Legacy Agreement Already Exists. If you choose any of the other choices, you will then have to select the **Original Agreement Code** from the drop down list, and then enter the **Sequence Number**. Sequence numbers must be 3 characters long. To finish entering agreement information, see Editing Agreements.

2.4 Editing Agreements



Upon entering an Agreement's Data Entry page, you will see 5 or 6 major categories:

- **General Information** – Includes Type of Record, Title, Period of Performance, Multi-Year Staus, and Notes can all be found here.
- **Partners** – Includes Participating Organizations, and Estimated Budget Information.
- **Codes & Authorities** – Includes Other Party Code, Agreement Authority, Programmatic Authorities, and Waivers.
- **Contacts & Routing** – Includes Project Officer, Budget Officer, and Routing Information.
- **Documents** – Includes Electronic versions of documents associated with the record.
- **NOS (Not Pictured)** – Includes NOS Routing List, NOAA GC Info, ES Info, NOAA Control Number, DOC/OGC Info, Date Approval Memo Signed, and NOS Status Notes.

Note: Some things that are common to all areas of Data Entry:

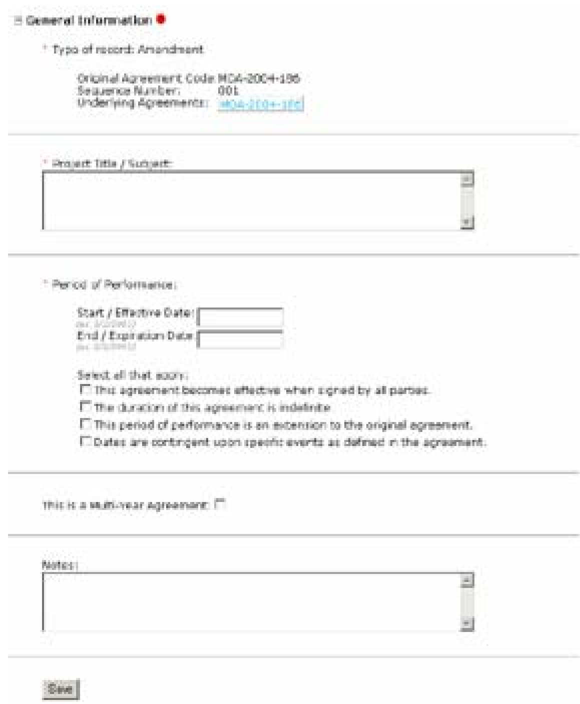
- – Symbol that required data is missing in that section.
- – Symbol that all required data has been filled in that section.

- **Print [Office] Control Sheet** – Prints a copy of the Office Control Sheet for this record in the format selected.
- **Print NOS Control Sheet** – Prints a copy of the NOS Control Sheet for this record in the format selected.
- **Office-ID** – Displays the Office that owns the record and the Record ID assigned by the Database.
- **Modification Info** – Displays the last time the record was modified, and who did the last modificaton.
- **Drop Down Lists** – Most lists here are mananged by the Administrators. Should you need something added, contact the MOA Liason or Database Administrator with your request, and the change can be made in short order.

General Information

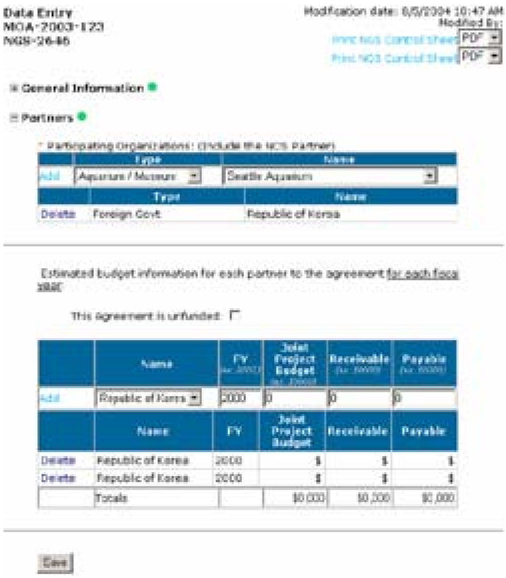
The General Information area stores basic information about this record. Specific data stored here is:

- **Project Title / Subject** – Required information describing what the document is for.
- **Period of Performance** – Required information showing the the start and end dates. If either or both are unknow, select a checkbox and the dates will be entered later by the NOS MOA Liason.
- **Multi-Year Status** – Yes/No if the record spans multiple years.
- **Notes** – place to capture any notes about the document



Partners

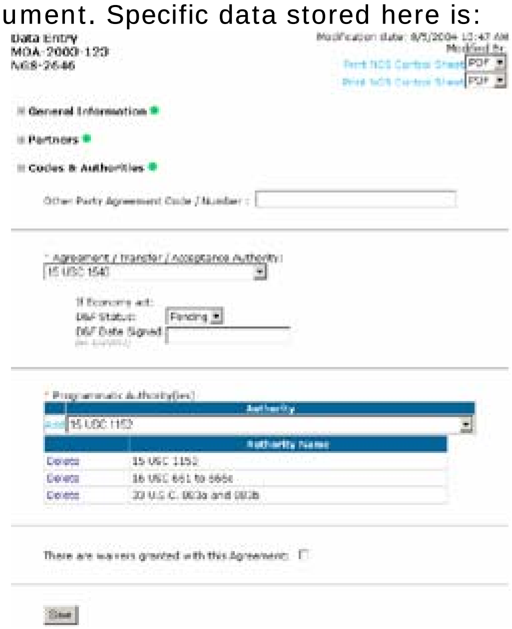
The Partners section stores all info about the partners, as well as the estimated budget numbers. Specific data stored here is:



- **Partners** – All the partners to the agreement, categoriezed by type. Select the type of partner, then select the partner name and click Add. To delete a partner, simply click Delete next to the desired name, and it will be removed.
  Note: You must add the NOS/NOAA partner here as well.
- **Document is Unfunded** – Yes/No checkbox storing wheather or not the Agreement is funded. Checked means it is not funded.
- **Document Funding Estimates** – The estimated budget information for this document. Select the Partner from the drop down list, enter which Fiscal Year, and then the budget information into the appropriate column and click Add. To delete an item, simply click Delete next to the desired item, and it will be removed.

Codes & Authorities

Here you select the codes that apply to this document. Specific data stored here is:



- **Other Party Code / Number** – The Code used by other partners for their internal tracking
- **Agreement Authority** – Select the documents Agreement Authority from the drop down list. If Economy Act is chosen, please provide the D&F Status, and if it was signed, please provide the date.
- **Programmatic Authority(ies)** – Select the Programmatic Authority from the list and click add. Repeat until all applicable Authorities are entered. To delete an item, simply click Delete next to the desired item, and it will be removed.
- **Waivers** – Yes/NO checkbox storing wheather or not there are waivers. If checked, please provide a copy of the waivers with the agreement.

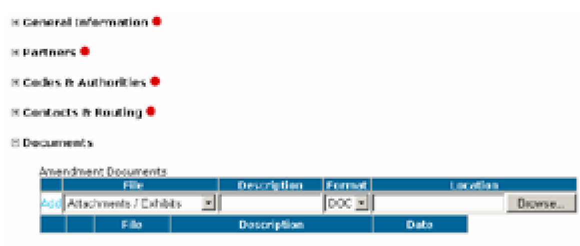
Contacts & Routing

Here we capture the contacts information, and set up the routing list for sending this document around the office for signatures. Specific data stored here is:

- **Project Officer** – Tracks the Project Officer for this document. Select the name from the drop down list, and the phone number will appear beneath it. Should you need to adjust this list, you can do that under the Admin area.
- **NOS Budget Officer** – Tracks the NOS Budget Officer for this document. Select the name from the drop down list, and the phone number will appear beneath it. Should you need to adjust this list, you can do that under the Admin area.
- **Routing Information** – Used for internal tracking of the document. You can copy your default template as a starting point by clicking the Copy From Template link. You can then adjust the order or names in the list, or just simply start from scratch and click Add. Click Edit by the name you wish to edit, and you can change the information for just this one record. To delete an item, simply click Delete next to the desired item, and it will be removed.

Documents

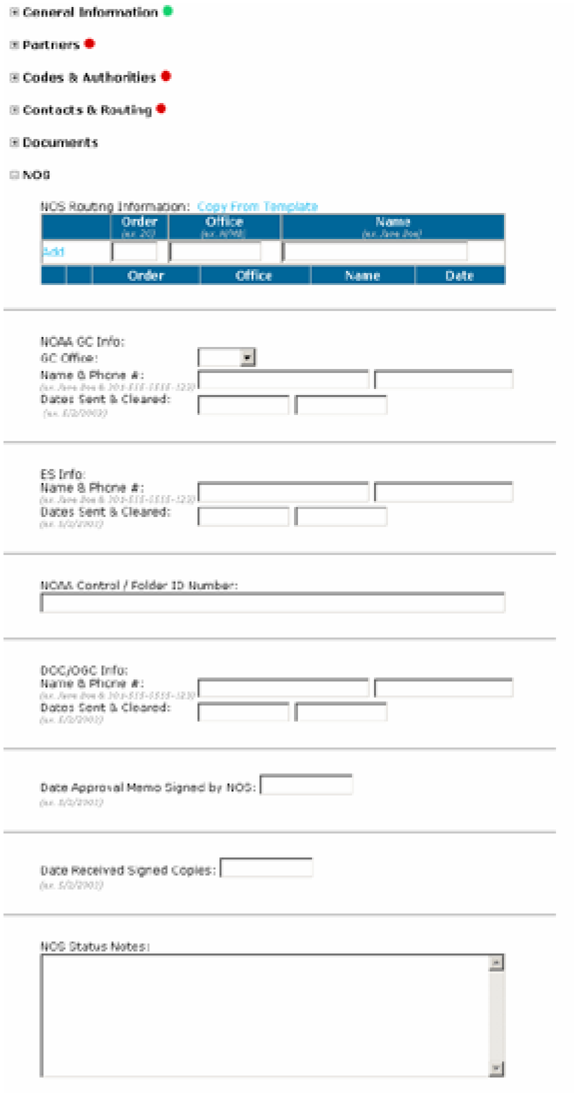
Here you can upload Draft Documents, Fully Executed Documents, or virtually anything else that has to do with this document. Simply select the what file you'll be uploading, enter a name, choose the format, and then select the location of the file (click browse to navigate to that folder through the GUI interface), then just click add, and your document is now uploaded to the server. To review a document already on there, click on Open next to the name of the document.



Note: If you are an administrator, you can click Delete to remove a document from the database, to help manage the amount of file storage.

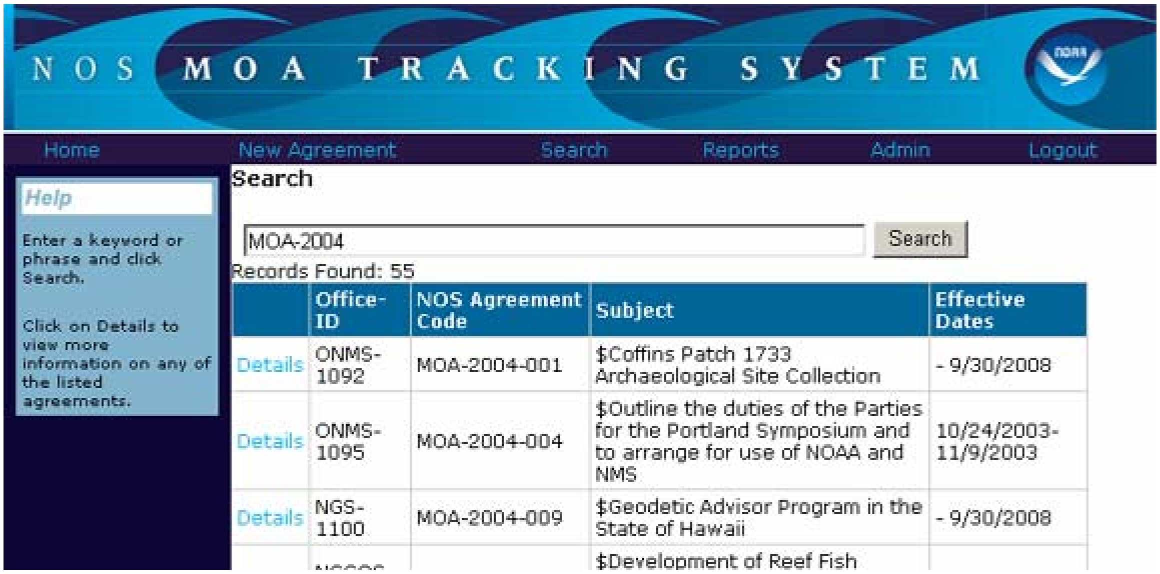
<u>NOS</u>

Used for tracking the In Process actions by the NOS MOA Liason. Users can see where the document is in the signature process, find out which official has received the doucment, what the NOAA Control Number is, and any notes entered by the NOS MOA Liason. Specific data stored here is:



- **NOS Routing Information** - Used for NOS Senior Management tracking of the document. You can insert a copy of your default template as a starting point by clicking the Copy From Template link. You can then adjust the order or names in the list, or just simply start from scratch and click Add. Click Edit by the name you wish to edit, and you can change the information for just this one record. To delete an item, simply click Delete next to the desired item, and it will be removed.
- **NOAA GC Info** – Tracks which GC Office, and contact info of that person, as well as the date sent and date received. Simply select which GC Office from the drop down list, and then enter the necissary information.
- **ES Info** – Tracks the ES Contact Info, as well as the date sent and date received. Simply enter the necissary information.
- **NOAA Control Number** – Text holding the Control Number assigned to this document.
- **DOC/OGC Info** – Tracks the ES Contact Info, as well as the date sent and date received. Simply enter the necissary information.
- **Date Approval Memo Signed** – Date that the Approval Memo was signed.
- **Date Received Signed Copies** – Date that all signed copies were received by the NOS MOA Liason.
- **NOS Status Notes** – Detailed notes about the tracking of the document though the NOS Routing Process.

2.5 Searching Agreements



This is a keyword search page. Simply enter in any word or string you wish to search the database for and click Search. The results will display in a Grid. Above the grid you'll see the number of records matching the search criteria. Inside the Grid, you'll see the Record ID, Agreement Code, Subject, and the Effective Dates as entered into the database. Clicking on Details will open up the Data Entry page for that record.

Note: Items not belonging to your office, or not of your security level, will not be editable but can come up in search results.

2.6 Reports

The reports page allows you to print or save reports from a set of pre-defined queries. To get a report:

First, you must choose a Layout:

- **Summary Report** – Displays summary data of records specified by criteria.
- **Count Report** – Calculates counts of records by specified criteria.

If you select Summary Report you are presented with the following options for Canned Report:

- **All** – All the agreements in the database. Can then select an office.
- **Active** – Where the start date of the document is before today, and the end date of the agreement is after today. Can then select an office.
- **Expires in 6 Months** – Where the end date of the document is less than or equal to 6 months from today. Can then select an office.
- **Pending** – Where the expiration date of the document is marked as Pending in the MOA Tracking System. Can then select an office.
- **Cleared Incomplete** – The document has an Approval Memo signed, but has not been marked as complete. Can then select an office.
- **In-Process Expired** – The document has not been marked as Complete, but the end date has passed. Can then select an office.
- **Custom** – Can be customized to your request. Just contact the Database Administrator for a custom query.

If you select Count Report, you get the following options for Canned Report:

- **By Office** – A count of all the records in the database, for each office.
- **By Agreement Authority** – A count of all the records in the database, by each Agreement Authority.
- **By Programmatic Authority** – A count of all the records in the database, by each Programmatic Authority.

Once those are selected, you must choose a format:

- **PDF** – This is an Adobe Portable Document Format. Requires that Adobe Acrobat Reader be installed.
- **DOC** – Microsoft's Word format, requires that you have Microsoft Word installed.

2.7 Administration

The Administration page is designed to help you manage settings in the database. This page is dependent upon your level of clearance. Office users can only manage two of the seven sections, while the administrators can manage all 7. The sections are:

Office and Administrator level

- **Routing List Template** – Manages the routing list for your office. Administrators it will manage the NOS Routing list.
- **Contacts List** – Will manage the contacts list for your office.

Administrator Level

- **Partners** – Manage the lists of Partners, and which Category they are in.
- **Agreement Authorities** – Manage the list of Agreement Authorities that users can select from.
- **Programmatic Authorities** – Manage the list of Programmatic Authorities that users can select from.
- **Offices** – Manage the Offices users are assigned to.
- **Users** – Manage the list of the application users.

Each section has the same capabilites. These capabilites are:

- **Adding a New Item** – Just fill out the required information and click Add.
- **Editing an Item** – Click edit to change to Edit mode. Adjust the data you wish to edit. Click Update to submit the changes, or click Cancel to revert back.
- **Deleting / Locking an Item** – Go to Edit mode by clicking Edit by the name. Check the Delete / Lock checkbox to Delete / Lock the item. Click Update to submit, or click Cancel to revert back. Uncheck the checkbox to Undelete / Unlock.

2.8 Logout

To logout from the system, simply click **Logout** in the Menu Bar and you will exit from the system. For the best security you should close your browser also.

Note: For security purposes if you are inactive on the browser for more than 20 minutes, you will automatically be logged out. If you did not hit **Save** before the system logged you out, you may loose the last changes made to the record.